

Technical Assistance Workshop Questions and Answers

Tuesday, January 17, 2012, 10:00 am – 12:00 noon, North Fulton Service Center

1. When will payments be made? For second half payments of the 2011-2012 grant cycle, invoices will not be processed until after the 2012 Fulton County budget is approved, which is the end of January, 2012, and after the Housing and Human Services Department's 2012 funding line has been activated. For the 2012-2013 grant cycle, first half payments will be processed after July 2012 and second half payments will be processed after February 2013.
2. Will you fund fewer agencies due to funding cuts? Agencies receive funding based on the funding allocation protocol, which is directly linked to an application's overall score. There is no set number of agencies expected to receive funding for the 2012-2013 grant cycle. Thus, we are unable to determine if fewer agencies will be funded through this year's application process.
3. Where is the scoring criterion located? Evaluation scoring criteria is located below a select number of questions of the online application.
4. Will there be funding cuts to the FRESH Grant? No.
5. What is the funding cap for the FRESH and Human Services Grants? No more than 50% of the agency's operating budget may be requested per application and that amount may not exceed a total request of \$100,000 per application.
6. Is the Human Services Grant distributed by Commission Districts? No. However, the F.R.E.S.H. Grant is distributed by Commission District.
7. Do summer programs operate on same the funding cycle? Summer programs include program services provided between July 1, 2012 and August 31, 2012. Summer programs may be applied for through the F.R.E.S.H. Grant program, only.
8. Can you have subcontractors even though you cannot serve as a funding source to 501(c) (3) organizations? Yes.
9. Are there caps to the amount of funding that can be requested for administrative costs? No. No more than 50% of the agency's operating budget may be requested per application and that amount may not exceed a total request of \$100,000 per application.
10. Can you move grant funds to another area? Yes. However, if this move of funding is necessary after a contract is executed, a contract amendment must be requested in order to authorize a move of grant funds to another area.

Technical Assistance Workshop Questions and Answers

11. Do you prefer one evidence based method over another? **No.**
12. Is there a set dollar amount for the proof of two other funding sources requirement? **No. But proof of other funding sources should reveal that funds being requested through the F.R.E.S.H. or Human Services Grant programs are not the main source of funding for the program.**
13. Should the funding sources reflect the program or agency? **Program.**

Friday, January 20, 2012, 10:00 am-12:00 noon, South Fulton Service Center

1. What is the maximum grant award amount? **\$100,000**
2. For the FRESH Grant How many District Specific issues can an applicant select? **Applicants seeking FRESH Grant funds must provide programming, activities and services that utilize evidence based and/or best practices to address at least one district specific issue. Applicants must select one or more FRESH District Specific Issues that your program services and activities will address. (Pg. 19, FRESH Instruction Manual)**
3. If an agency's 501©3 is only 1 year old, how can they show 2 years of performance measures? **Interested agencies who do not meet all eligibility requirements are allowed to have another agency that can provide proof of all the eligibility requirements to serve as a fiscal agent. An Agency may apply as a fiscal agent and subcontract with the interested agency to deliver some or all of the proposed services. The name of the subcontracted agency and the approximate percentage of services to be delivered must be provided on the application. (Pg 15, FRESH and HSG Instruction Manual).**
4. How many applications can an agency submit for FRESH and Human Services Grant? **FRESH- No more than two (2) FRESH Grant applications will be accepted per district for each agency. HSG- No more than two (2) Humans Services Grant applications will be accepted for each agency. (Pg 10, FRESH and HSG Instruction Manual)**
5. Can an agency apply for funding if they are not Basic Standards Certified? **All 2012-2013 Human Services Grant agencies who were awarded funding for the first time and don't possess a current/valid Fulton County Basic Standards Certificate, must successfully complete the Basic Standards for Non-Profit Organizations certification process no later than December 31, 2012, to be in compliance with the 2012-2013 contract and to be considered for future grant funding. (See definitions page of this manual and additional Basic Standards information located on our website: www.fultonhumanservices.org. (Pg 9, FRESH and HSG Instruction Manual).**
6. Will a new agency need to show 2 years of program performance measures? **Organization**

Technical Assistance Workshop Questions and Answers

must provide two (2) years of performance measure outcomes, working with targeted population. Performance measure outcomes must be for program years between January 1, 2006 – December 31, 2011. (Pg 9 FRESH and HSG Instruction Manual)

7. Can another board member sign on behalf of the agency Board Chair? In the event a Board Chair is unable to sign, he/she may designate another Board member to sign by submitting a letter on the agency's letterhead with the designation.
8. How often does the U.S. Homeland Security and Immigration Compliance Act document have to update? It does not require an update. Once you register with the U.S. Homeland Security and obtain your MOU, the date of registration is determined and will remain. You only have to access your MOU for each Grant application cycle in which you apply. Please refer to <https://e-verify.uscis.gov/enroll/StartPage.aspx?JS=YES> for further inquiry.
9. If an agency is located outside of the Fulton County, but has a program site within Fulton County is it eligible to apply for funding? Housing and Human Services Grant funds must be used to support Fulton County residents only. (Pg 9 FRESH and HSG Instruction Manual)
10. What are the fiscal review periods for the Agency Audit? Copy of a recent agency / program audit (within past two years) conducted by a Certified Public Accountant. Eligible audits must be for fiscal year review periods between January 1, 2010, and December 31, 2011 and must contain at least one full year (12 months) of financial records within the review periods. This must be a full, signed audit that includes an Independent Auditor's Report expressing an opinion regarding all pertinent material aspects of the agency's finances. (Independent is defined as a third party auditor submitting a report on the auditing agency's letterhead.) (Pg 7 FRESH and HSG Instruction Manual)

Wednesday, January 25, 2012, 10:00 am-12:00 noon, Fulton County Juvenile Justice Center

1. How do you report addresses for persons living in residential programs? To report addresses for persons living in residential programs, utilize the residential program's address as the address of persons living in residential programs.
2. Will partnership letters be acceptable for the two years of performance measures requirements? Organizations must provide two (2) years of performance-based outcomes, in the provision of the requested service for the targeted population. Performance measure outcomes must be for program years between January 1, 2006-December 31, 2011. In addition, applicants must provide the following item: documentation that measurable results were achieved; or a listing of the measurable results which can be independently verified (by Housing and Human Services staff). (This information may also be found on the last page of both the FRESH and Human Services Grant Manuals.) If the partnership letters will meet all of the aforementioned requirements then yes, you may utilize the partnership letters, if not,

Technical Assistance Workshop Questions and Answers

than no, the partnership letters will not meet the requirements for the two years of performance –based outcomes.

3. Can you apply for more than 1 funding area? Yes, you may apply for up to 2 Human Services Grant Applications and the applications do not have to be in the same funding area.
4. How many applications can be submitted for FRESH and Human Services Grant? No more than 2. FRESH Grant applications per district will be considered for funding. No more than 2 Human Services Grant applications will be considered for funding. If an agency submits more than the allowable number of applications per grant program, the additional applications will not be considered for funding.
5. If a Basic Standards certified agency moves to a new site, is the certificate still valid? Yes, if the agency has a valid/current Basic Standards certificate at the time that they move to a new site, the certificate is still valid. However, if the agency will operate the Human Services or FRESH Grant funded program at the new site, the site must become Basic Standards certified and successfully meet all of the Basic Standards administrative/safety & environment requirements.
6. If certain sections of the demographics chart are not applicable do you insert N/A or 0 in the online chart? If certain sections of the demographics chart are not applicable insert 0.
7. Can applicants view a sampling of applications from previous years? No, applicants may not view a sampling of applications from previous years.
8. What is the difference between new and returning agencies? A new agency is an agency that is not currently receiving FRESH or Human Services Grant dollars/20011-2012 grant cycle and does not have a current/valid Basic Standards Certificate. A returning agency is an agency that is currently receiving 2011-2012 FRESH or Human Services Grant dollars and has a current/valid Basic Standards Certificate.
9. When do you applicants use agency address verses program address? Applicants should use the agency address for all application questions that specifically request the agency address and/or if the administrative address is where the agency would like to receive mailed correspondence. Applicants should utilize the program address to provide the address of where all of the funded program services will be held.
10. Will agencies be notified when their Basic Standards application expires? Agencies will only receive notification that their Basic Standards Certificate is about to expire, if they are a grantee at the time the certificate is scheduled to expire. If they agency is not receiving

Technical Assistance Workshop Questions and Answers

FRESH or Human Services Grant dollars at the time the Basic Standards Certificate is scheduled to expire, the agency will not receive notification that the certificate is at the brink of expiration.

11. How do you identify which district program funds are being used for? The physical/residential address of the program participant should be utilized to determine which district program funds should be used for. For example: Fulton County Commission District 6 program funds should be utilized for participants that reside in Fulton County Commission District 6. To determine which Fulton County Commission District participants reside in, utilize the Fulton County District Locator Tool @ wms.co.fulton.ga.us. The instructions on how to utilize the Fulton County District Locator tool can be found on the last page of both the FRESH and Human Services Grant manuals.
12. What is an example for the HIV/AIDS priority issues - “Specialty Medical Services”? HIV/AIDS is a funding area in the Human Services Grant. Specialty Medical Services may include any medical service(s) provided to participant(s) that is infected or affected by HIV/AIDS. For example: if the agency/program provides home health nurse services to the program participant this would be considered a specialty medical service.
13. Is overhead for housing (such as AC maintenance) an eligible expense? Since AC maintenance, is not listed on the ineligible expenditures list and it is not considered a capital expenditure, it is an eligible expenditure. For a complete listing of the ineligible expenditures reference page 10 of the both the FRESH and Human Services Grant manuals.
14. Can grant funds be used for startup programs? No, agencies may not utilize grant funds for startup programs. Organizations must provide two (2) years of performance measure outcomes, working with the targeted population. Performance Measure outcomes must be for program years between January 1, 2006-December 31, 2011. A startup program would not have two (2) years of performance measure outcomes, working with the targeted population and therefore be ineligible for funding. In addition, the agency and 501 © 3 status must be in existence for at least one (1) year. To review a complete listing of grant eligibility requirements, please reference pages 7-8 of the FRESH Grant Manual and pages 7-9 of the Human Services Grant Manual.
15. Is the allocation of Human Services Grant funds by funding area? No, Human Services Grant funds are not allocated by funding area. The distribution of funding mirrors the human services needs of Fulton County citizens.

Technical Assistance Workshop Questions and Answers

16. What was the average grant award for new agencies in 2011? During the 2011-2012 grant cycle, the average grant award for the FRESH Grant funded programs was \$21,764.71 and the average grant award amount for Human Services Grant funded programs was \$43,767.93.
17. Can an agency apply for a new component to an already existing program? Yes, as long as the agency can provide two (2) years of performance measure outcomes (for the program in which they are seeking funding), working with the targeted population. Performance Measure outcomes must be for program years between January 1, 2006-December 31, 2011.
18. Are special considerations given to new organizations? No, special consideration is not given to new organizations.
19. Will an agency receive less than their requested funding amount? Yes, typically most agencies/programs receive less than the amount of funding requested.
20. Please provide an example of Leverage Performance Measures? Leverage performance measures include any additional program funding that is attracted directly by being a recipient of the Fulton County FRESH or Human Services Grant. An example of leverage performance measures is: 3 volunteers donating 3 hours of tutoring services each on a Saturday to provide tutoring services to participants in the funded program, and tutors are typically paid \$9.00 per hour; the total in-kind donation for the volunteers would be \$81.00. The in-kind donation of \$81.00 is the funding that was attracted directly by being a recipient of the Fulton County FRESH or Human Services Grant.
21. Are there certain items that this grant will not fund? Yes, there are certain items that the FRESH and Human Services Grant will not fund. Please reference page 10 of the both the FRESH and Human Services Grant manuals to review the entire list of ineligible expenditures.
22. Is the FRESH Grant only for Youth? The FRESH Grant funds should only be utilized for children and youth from birth to 21 years old.
23. For applicants applying under the Youth and Families category, how long is the Bright from the Start documentation valid? The Bright from the Start letter/documentation is valid for the length of time stated on the letter issued to the agency from Bright from the Start. For more information regarding Bright from the Start, please contact: Bright from the Start: Georgia Department of Early Care & Learning, 2 Martin Luther King Jr. Drive SE, 754 East Tower, Atlanta, Georgia 30334. Phone: 404-656-5957, Fax: 1-888-442-7735, <http://dec.al.ga.gov/> Bright from the Start's contact information may also be found on page 9 of both the FRESH and Human Services Grant manual.

Technical Assistance Workshop Questions and Answers

Thursday, January 26, 2012, 2:00 pm – 4:00 pm, North Fulton Service Center

1. What are the fiscal review periods for the Agency Audit? Fiscal year review periods must be between January 1, 2010 and December 31, 2011 and the agency audit must contain at least one full year (12 months) of financial records within the required review periods.
2. If a Human Services Grant applicant serves as a fiscal agent for another Human Services Grant applicant, do both applications count towards the 2 grant submission requirement? Yes.
3. Can an applicant apply for more than 50% of their agency's operating budget? No more than 50% of the agency's operating budget may be requested per application and that amount may not exceed a total request of \$100,000 per application.
4. If an agency submits more than one application, can they request the maximum grant amount of \$100,000 for both applications? No more than 50% of the agency's operating budget may be requested per application and that amount may not exceed a total request of \$100,000 per application.
5. What type of questions can we ask of staff during the application process? Applicants may contact staff for general assistance only (i.e. timeline and process questions). No individual agency meetings to discuss proposals or programmatic issues are conducted during the grant application process.
6. Has the Commission District lines officially change? No. And if so, has the online GIS Maps been updated? N/A
7. Where can I find more information on the Bright from the Start requirement? F.R.E.S.H. Grant and Human Services Grant Application Instruction Manuals provide information regarding Bright From the Start requirements. Instruction Manuals also provide contact information for the Georgia Department of Early Care & Learning. Instruction Manuals may be found directly as a link within the online application or on the Housing and Human Services website, which is www.fultonhumanservices.org.
8. Can pre and posttests count towards performance measures? Yes.
9. Where is the scoring criterion located? Evaluation scoring criteria is located below a select number of questions of the online application.

Technical Assistance Workshop Questions and Answers

10. How do you determine which District to apply for FRESH grant funding? For the F.R.E.S.H. Grant program, the Fulton County Commission District in which you are requesting funds must be used to serve individuals who are residents of that district. Therefore, you should use the residential addresses of the individuals you intend to serve to determine the Commission District in which you would apply. You can use the Fulton County GIS Mapping on-line tool to assist you with this process. Instructions for access to the GIS on-line mapping “District Locator” is provided on page 28 of your FRESH instruction manual and page 29 of your HSG instruction manual.

Monday, January 30, 2012, 2:00 pm-4:00 pm, South Fulton Service Center

1. What is the average FRESH and Human Services Grant Award amount? 2011-2012 FRESH Grant average award: \$22,000 and 2011-2012 Human Services Grant average award: \$43,000.
2. How do you determine which district to apply for funding? For FRESH grant applicants, the district to which you should apply is determined by the residence addresses of FRESH Grant participants. For Human Services grant applicants, the funding area determines how you should apply for funding and not a district; however, each Human Services grant participant must reside within Fulton County.
3. When do you apply for Basic Standards? For new agencies and for recertification, Basic Standards take place during July 1- December 31, 2012.
4. How many years of performance measures are required for application submission? Organization must provide two (2) years of performance measure outcomes, working with targeted population. Performance measure outcomes must be for program years between January 1, 2006 – December 31, 2011. (Pg 9 FRESH and HSG Instruction Manual)
5. Is funding guaranteed for returning agencies? No. Eligibility is more difficult for returning agencies because they must maintain grant and contract compliance throughout the funding cycle or risk having points deducted from the next application process which could negatively impact their chances of being funded again.
6. Why are grant eligibility requirements so steep for grass roots agencies? Grant eligibility requirements are not any different for grass root organizations than they are for other agencies that seek Fulton County FRESH or Human Services Grant funding. Requirements for agencies seeking funding are as stringent as they are, because in an effort to be good stewards of Fulton County tax dollars, Fulton County Board of Commissioners must have

Technical Assistance Workshop Questions and Answers

mechanisms in place to ensure that the non- profit providers that we partner with to provide services to Fulton County constituents are stellar organizations that have sound financial practices and a track record for providing outstanding service.

7. In the evaluation of agencies, does staff look at the number of persons served and/or impact? **Both**
8. In the application review process, what determines a quality application? **How well an applicant answers the questions and the range of the scores which are determined by the evaluation criteria.**
9. Is there a rubric used to evaluate performance measures? **No**
10. Are fiscal agents required to meet all application requirements? **Yes**
11. What do agencies do when they run out of money for utility assistance? **Contact the Office of Grants and Community Partnerships and we will assist with referrals to comparable service providers.**
12. Can agencies report outcome data of clients referred out to other agencies? **Yes.**
13. Can you save the online application to the desktop? **Online applications cannot be saved to the desktop. The on-line application offers applicants an option to save their work at any point. You will be prompted to create a login and password combination, which will be required to gain access to your unfinished application. The login page can be access through the original application access link used to start the application. Once you have completed the online application, you should review, print and THEN submit the application. Once you hit that “submit” button... you won’t have access to the application nor will you be able to edit or print it.**
14. Are previous applications available for review? **No.**

Tuesday, January 31, 2012, 2:00 pm-4:00 pm, Fulton County Juvenile Justice Center

1. Is the proof of other funding sources requirement for the agency or program? **Proof other funding sources should be for the program.**
2. What types of performance measure outcomes are required for the grant? **Organizations must provide two (2) years of performance-based outcomes, in the provision of the requested service for the targeted population. Performance measure outcomes must be for program**

Technical Assistance Workshop Questions and Answers

years between January 1, 2006-December 31, 2011. In addition, applicants must provide the following item: documentation that measurable results were achieved; or a listing of the measurable results which can be independently verified (by Housing and Human Services staff). This information may also be found on the last page of both the FRESH and Human Services Grant Manuals.

3. Does the application require agency or program budget information? The application requires both agency and program budget information.
4. Under the FRESH District 5 specific issues, give an example of “Medical/mental health services for young adults and low-income children and youth. Medical/mental health services for young adults and low-income children and youth would encompass any service that the target population receives, that would be defined and categorized as a medical or mental health service. For example: If a program provides free immunization shots to the children/youth in the program, the immunization shots would be considered medical services. If a program provides counseling services to the children/youth in the program, the counseling services would be considered mental health services.
5. What is the total funding pool for 2012 and how does it compare to 2011? The total amount of available funding for the 2012/2013 FRESH Grant program is: \$1.85 million dollars, this is the same amount of FRESH Grant funding that was available during 2011/2012 grant cycle. The total amount of available funds for the 2012/2013 Human Services Grant program is: \$3,787,949.00 and this is 895,051.00 or 20% less than the amount of funding that was available during the 2011-2012 grant cycle.
6. Are applicants required to choose at least 1 goal and 1 objective For the Human Services Grant? Yes, Human Services Grant applicants must select at least 1 goal and 1 objective within the Health and Human Services Focus Area.
7. How many applications can you submit? A maximum of two (2) FRESH Grant applications will be considered for funding per Fulton County Commission District. A maximum of two (2) Human Services Grant applications may be submitted. Human Services Grant applications do not have to be submitted in the same funding area.
8. Is special preference given to returning agencies? If returning agencies have a valid/current Basic Standards Certificate, they do not have to submit as much documentation to meet eligibility requirements as an agency that is considered new (does not have a valid/current Basic Standards Certificate).

Technical Assistance Workshop Questions and Answers

9. What options do agencies have in submitting client rosters for populations that are subject to HIPAA laws? Until the Fulton County Legal Department renders a decision regarding the subject matter, our office provides the following **TEMPORARY** options, for the submission of client rosters for populations that are subject to HIPPA laws:

Option 1 - Develop “release of information” form for participants who benefit from the Human Services or FRESH Grant funds. The form will authorize your agency to share the participant’s name and home address information for official Fulton County Human Services or F.R.E.S.H. Grant reporting.

Option 2 - Develop a roster of participants benefiting from the Human Services or FRESH Grant funds that includes either the first name initial and full last name OR the full first name and last name initial of participants with home addresses.

Option 3 – For agencies deemed to be prohibited by HIPAA from submitting rosters, develop a roster using an un-identifying number (in lieu of the participant’s name) and zip code for each participant benefiting from the Human Services or F.R.E.S.H. Grant funds.

10. If an agency possess a current, valid Basic Standards certificate but did not apply for funding in 2011, does they agency apply as new or a returning applicant? If an agency has a current/valid Basic Standards Certificate, the agency is considered a returning agency. If the agency does not have a current/valid Basic Standards Certificate, the agency is considered new.
11. What is the maximum grant award amount? No more than 50% of the agency’s operating budget may be requested per application, and funding request may not exceed a total request of \$100,000.00 per application.